



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

11 February 2011

MEMORANDUM FOR ALL TOWER 116 RESIDENTS

FROM: 35 CES/CEACU
UNIT 5022
APO, AP 96319

SUBJECT: Tower 116 Rules and Standards of Conduct

1. The following is a listing of general rules and responsibilities contained in AFI 32-6005 and the housing tower responsibilities brochure which pertain to standards of conduct for dormitory residents of 116 which are required to adhere to.

- a. Overnight guests are not authorized in the dormitory. If a guest is sleeping in your unit/room at any time of the day or night, they are considered to be an overnight guest. Dependents are not authorized at any time, unless accompanied by their sponsor. **Guests must be accompanied at all times. Guests under the age of 18 are not permitted.** Residents are responsible, at all times, for the conduct and decorum of their guests. No resident or guest should make disturbing noise in the building or interfere with the rights, comfort, and/or convenience of others. **Any one of the residents has the right to tell a guest of another resident to leave the room/unit if desired.**
- b. Under age drinking will not be tolerated; **legal drinking age at Misawa is 20 years old.** Any alcohol found in underage rooms will be confiscated and disposed of by inspectors. **Alcohol will be stored in personal sleeping rooms only. Miniature refridgrator's may be used in personal rooms but they will not be supplied by the government. Alcohol will not be stored in common areas of the unit at any time.**
- c. Firearms, (to include paintball, pellet and BB guns), explosives, switchblades, knives with blades over 3 inches, brass knuckles, blow darts with slow tubes bows and arrows, lethal weapons of any kind, illegal drugs, controlled substances, or contraband items are not allowed in the dormitory. Decorative swords are authorized as long as they are not sharpened.
- d. Misawa Air Base adheres to a **24-hour quiet policy**. Radios, stereos, TVs, etc., will be operated at a level and time that is consistent with good taste and consideration for other dormitory occupants. If your neighbor states that your volume is too loud, turn it down. If conflict arises, your first sergeant will be notified.
- e. **Main room doors with dead bolts must remain locked while no residents are at home.** If doors are found open while no one is in the room, your First Sergeant will be contacted for security violation. All valuables should be secured when you are absent from the room. Valuables must have the owner's last 4 of SSN etched to aid security forces in

identifying your personal property in case of theft. **Personnel residing on the first floor of the dormitory will secure windows anytime the room is unoccupied.**

- f. **Personal trash** will NOT be deposited in the hallways, stairwells, dayrooms, or laundry rooms. Personal trash will be deposited in the trash room located on the 1st floor. Please utilize the provided recycle bins.
- g. In accordance with 35 FWI 36-2901, Misawa Community Standards, residents will not smoke within fifty feet of the building, inside of the building, **or on balconies** nor will they dispose of cigarettes, or portions thereof, anywhere except in proper receptacles. **Smoking is not permitted (to include Electronic Cigarettes) with-in the dormitory.** Ash trays/containers with ashes are not authorized in dorm rooms. If these items are found in the room, it will constitute as evidence of smoking in the room and the member living in the room will be charged for cleaning costs. When on dormitory grounds **smoking is permitted only at the designated smoking areas.**
- h. Government furniture will not be removed from a room without being annotated on AF Form 228. Residents must ensure AF Form 228 conditions codes reflect accurate condition upon initial receipt of any government furniture. Notify dorm managers ASAP of any discrepancies. Resident will be held liable for all damage to government property in their room to include furniture beyond normal wear and tear. **Usage of mattress sheets is mandatory.** Any furniture requiring cleaning upon termination of quarters will be cleansed at the expense of the resident. **Residents will bear the cost of cleaning and one half of the delivery cost. Payment will be completed prior to occupants clearing of the dormitory.** Any furniture removed from the room will be regarded as stolen or lost property and the occupants will be held accountable. Do not leave unwanted furniture in the hallway and common areas.
- i. All lights, appliances, etc., will be turned off when not in use.
- j. Plug-in type appliances left unattended during resident's absence will be disconnected.
- k. **Cooking appliances and coffee makers are not allowed in individual bedrooms.**
- l. All FMO furniture in the unit common areas is for community use and will not be placed in individual bedrooms. Any persons found with these items in their room will be dealt with appropriately for theft of government property.
- m. All POVs are parked in long term parking during periods of absence greater than seven days. These include TDY, deployments, leave, etc. In the event of increased threat and a 25 meter cordon is established, all vehicles within the cordon will be towed or otherwise moved out of the cordon for security purposes.
- n. The dormitory has open areas or driveways around it. These areas are to be used strictly for emergencies, service, and government vehicles on official business. All other parking is prohibited in these areas.

- o. Occupants are held liable for damage to government property above normal “non-fair wear and tear” due to negligence or carelessness. Occupants can be punished under the UCMJ should this be substantiated.
- p. Dormitory occupants are allowed to decorate their assigned rooms as they wish, however, the room will be returned to the condition in which it was issued. **Residents are NOT allowed to paint their room. Spray painting the walls is not allowed. Do not apply contact paper to walls, linoleum floors, and cabinets and counter tops.**
- q. Wall decorations are permitted in units/rooms as long as they present no fire hazard. Do not hang or affix decorations from ceiling.
- r. Straw mats are prohibited in the dormitory.
- s. Stereo boxes or packing crates will not be stored in individual rooms. Shared storage units are available in the hallway of each floor. It is the responsibility of the senior ranking resident to maintain the security of the storage area.
- t. Bicycles or motor driven vehicles (motorcycles, scooters, etc.) will not be parked in entranceways, hallways, or corridors of dormitory.
- u. Tires are not to be stored in your unit/room; there is a place to store them in the outside sheds! Tires will be marked with name, room number, and DEROS. Unmarked tires will be disposed of by dormitory management.
- v. Live pets, with the exception of aquarium fish and turtles, are prohibited. Aquariums will be maintained to present a favorable appearance.

2. Senior Resident responsibilities and entitlements:

- a. The senior resident (SR) will receive the master bedroom with bathroom.
- b. The SR is accountable for the cleanness of the carpet and condition of the common living area, kitchen, and laundry room.
- c. The SR will be held liable if unauthorized items are found or the condition of the common living area including the kitchen, and laundry room are found unacceptable by unaccompanied housing personnel or 1st Sergeant/CC. If the person responsible for the damage, condition of common area, or unauthorized items identifies him/her self, then they will bare responsibility and will be held liable.

3. Fire Prevention and Protection:

- a. Fire alarm switches, fire extinguishers, smoke and heat detectors will not be tampered with. Report all fires at once by calling 911. Give your name, building number, apartment number, and any other information, which would help the fire department in

answering your call. Should there be no telephone available, use the manual fire reporting stations provided on each floor level in the corridor. These fire alarm stations are easy to locate because of a red light just above each one. When activated, the alarm station will alert all occupants on the affected floor and the floor above, and will automatically send an alarm to the fire department. To ensure the fire department was notified by the alarm system, follow-up the alarm activation with a phone call as soon as you are safely out of the building. Fire Protection Features - Each apartment is equipped with heat detectors attached to the ceiling of each room. These devices are designed to automatically activate the fire alarm system when the temperature reaches a certain degree or when there is a sudden rise in temperature. In addition to heat detectors, each apartment has one single station smoke detector in the hallway leading to the bedrooms. These smoke detectors are not tied into the fire department. Occupants should ensure they are operational by testing the smoke detectors monthly. If the smoke detector is inoperative, call to Unaccompanied Housing, 226-4000. The hallways and garbage disposal room on the first floor are equipped with automatic sprinkler systems. These systems are temperature sensitive and will activate with sudden increases in temperature.

- b. Fire Evacuation: As soon as the fire alarm system sounds, all occupants must exit their quarters through the smoke towers (stairwells) via master bedroom therefore door will remain unlocked at all times. The smoke tower is designed to be a completely fire and smoke-free fire escape exit providing the safest means of evacuation from all floors to the ground floor. Access to the smoke tower is through the door located off the balcony of your apartment's master bedroom. Be sure smoke tower doors are not blocked at any time. Check door monthly to ensure it opens easily. Propping this door open may allow smoke and/or fire to enter the smoke tower stairways. This stairway is to be used strictly for emergency evacuations only. Do not use as a storage area or as an entry or exit. Once you are out of your quarters and into the smoke tower, the door will automatically close/lock and you will not be able to return through this door. *Even though the smoke towers are the safest means of evacuation from the tower apartments, the main stairway can be used as an alternate means of evacuation. Please remember firefighters and other emergency personnel will be using this main stairway to get to the scene of the fire, so be careful if you use it. Lighted exit signs and emergency lighting are provided at each floor level to show where the exits are. **DO NOT USE THE ELEVATOR AS A FIRE EXIT!!!** Remember to take your keys to avoid locking yourself out of your dormitory unit.
- c. Cooking is prohibited except in the kitchens.
- d. Incense will not be burned in the dormitory nor are incense burners which have been used allowed. Candles are allowed for decorative purposes only. Candles which have been lit at any time are not authorized in the dormitory. Any items found not in compliance will be confiscated.
- e. Attaching combustible decorations to light fixtures or fire alarm equipment is prohibited.
- f. Gasoline, paint, or other flammable or combustible liquids will not be stored with-in the dormitory.

- g. Extension cords will not be used in the dormitory, its recommended to use surge protectors. Surge protectors will not be used in series or connected together. Refrigerators and microwaves will be plugged directly into outlets. No appliances are allowed to be plugged into extension cords or surge protectors.
- h. Cords will not be spliced or taped. They should not be fastened to or extended through walls, closeable doors or placed under rugs or mats.
- i. The use and possession of commercial fog machines is prohibited by dormitory residents. The extreme heat that is produced by these machines makes it a fire hazard. Also, these locally purchased machines produce the same fog as the industrial ones used by the fire department for testing alarms and training.

4. Specific dormitory 116 area rules:

- a. Playgrounds. The playgrounds within the vicinity of dormitory 116 are off limits to unaccompanied residents. **NO EXCEPTIONS.**
- b. Elevators. Elevators should be used only to transport you to and from your unit. Elevators are equipped with motion detectors, which will cause them to shut down in the event of earthquakes. Excess motion will activate the motion detectors and stop the elevator. Each elevator has an emergency telephone, which is tied directly into the fire department. If the elevator malfunctions, pick up the receiver and advise the fire department of the situation. Security cameras are installed in all elevators.
- c. Fire lanes. Each building has open areas or driveways around it. These areas are to be used strictly for emergencies, service, and government vehicles on official business. All other parking is prohibited in these areas.
- d. Roof top. The rooftop area is **OFF LIMITS** to all occupants and visitors. Only authorized maintenance personnel and emergency response personnel are allowed access.
- e. Balconies. Each apartment has two balconies, one off the living room area and the other off the master bedroom. Placing items on balcony edges, such as plants, are prohibited due to the potential hazard of falling. For those occupants without balcony storage rooms, secure all items so they are not blown off the balcony by high winds. Tires may not be stored on the balconies.
- f. Maintenance and repair. 35 CES has primary responsibility for the maintenance of your home. If something needs to be repaired, call the Unaccompanied Housing Office @ 226-4000. If you have any problems or complaints regarding civil engineering maintenance, please call the Unaccompanied Housing Office.
- g. Refuse collection and disposal. Trash will be taken to the garbage room located on the first floor. All trash must be in plastic bags and tied prior to placing it inside trash receptacles. Cardboard boxes must be flattened. When disposing of cooking oil or

grease, pour it into a durable container, and then place in a garbage bag. Do not leave garbage in the hallways, stairways or elevators. Discrepancy notices will be issued if garbage is left in inappropriate places.

- h. Shopping carts. Shopping carts are maintained under the first floor stairwell for your convenience in transporting large or bulky items to your apartment. Return shopping carts to their proper places on the 1st floor as quickly as possible so others may use them. Do not leave them in your apartment, the elevators or the building lobby. Be careful not to scrape paint off the walls or doors while using them.
- i. Storage rooms. The storage room is for permanently stored items, i.e., stereo boxes, etc. When you move in, you will be assigned a space. These storage spaces have a wire wall around them for security. You will need to provide your own padlock for the door. When storing items in these areas, make sure the items are in boxes and placed neatly in the storage area. Flammables are not authorized to be stored in these areas. Storage is in the hallway area on each floor.
- j. Common areas. Sidewalks, entrances, lobbies, hallways, emergency exits, and stairways must be free of obstructions at all times and used by residents only for the purpose of entering or leaving the premises. Bicycles, boxes, shoes, etc., must not be left in these areas and residents will be given discrepancy notices for violating this policy. The bedroom balcony must not be used for storage, but the dining room balcony may be used for barbecue grills, potted plants, and patio furniture. Potted plants cannot be placed on balcony ledges or in hallways. Outside fire stairways must be used only in an emergency to exit the building.
- k. Balcony. Respect the neighbors below you. Please do not drop items, pour substances, or shake the rugs from the balconies or out of windows. Ensure balcony drain is clear to allow melting snow to run off.
- l. TV. We have provided a central TV antenna/cable system. You must provide your own cable wire. Individual exterior TV antennas and satellite dishes are not permitted.
- m. Windows. You are not authorized to install outside window guards, awnings or shades.
- n. Parking. The areas located around dormitory entrances to include the drive-through are emergency vehicle lanes (loading and unloading are permitted). However, POVs cannot be left unattended in these areas. A licensed driver must be with the vehicle at all times. Occupants delivering groceries should park in the parking lot. Parking in government vehicle parking areas or reserved parking areas is prohibited.
- o. Car washing. The designated area outside the garbage room may be used to wash your POV. No long-term parking or other car maintenance (changing oil, tires, or waxing) is allowed in this area. The hose and spigot in the garbage room are primarily for custodial use with the custodial personnel having priority.

- p. **OUTDOOR COOKING.** Barbecue cooking in the common areas surrounding the buildings is prohibited. Barbecuing on the main balcony is authorized provided the following guidelines are followed:

- Barbecue grill must use propane, charcoal grills are not permitted. - The barbecue is attended at all times.
- The patio door must remain closed while the barbecue is in use.
- A portable fire extinguisher (the one provided in the kitchen) is readily available.
- A spray water bottle must be available to extinguish small grease fires on the hot coals.
- Barbecuing is not authorized when winds exceed 10 knots.

- q. **Environment.** All residents of Misawa Air Base must be stewards of the environment. Please use common sense and be sensitive to how you treat our environment. Do not put hazardous materials including tires, engine oil and coolants, car grease, batteries, paint, propane gas tanks, solvent, common household cleaning products and other similar products into plumbing, drainage systems, in trash, or on the ground. Additionally, burning of leaves or refuse is prohibited. Auto care other than washing or changing tires is prohibited in Family Housing areas. Hazardous waste can be disposed of as follows: Tires, car batteries, oil, car grease, and anti-freeze (use only authorized oil storage containers) should be taken to the Auto Skills Center, Bldg 767 Phone number: 226-4654 Hours of Operation: Tues-Fri = 1200-2000, Sat = 0800-1800, Sun 1000-1800 Paint, aerosol cans, propane cylinders, oil for energy recovery, small batteries (lead acid, nickel-cadmium, lithium, mercury), and fluorescent bulbs should be taken to the Joint Hazwaste Storage Facility, Bldg 977 Phone number: 226-2306 Hours of Operation: Tues and Thurs = 0800-1500 If you have any environmental concerns or questions, call 226-4402 (NAVY) or 226-4443 (AIR FORCE).

5. **You are responsible for maintaining your dormitory in a NEAT, CLEAN AND ORDERLY CONDITION AT ALL TIMES, to include safety and fire prevention. These items will be checked during all dormitory inspections. Any discrepancies will be grounds for automatic failure.**
6. Residents have **five (5) days** to clear the dormitory when moving into another room or into other quarters. **Failure to clear in the five day period will result in the members 1st Shirt being notified.**

//SIGNED//

MSgt Hamilton W. Ross

Superintendent, Unaccompanied Housing
35 CES/CEACU

1st Ind, Dormitory Resident

I acknowledge receipt and understanding on dormitory 116 Standards of Conduct, Fire Prevention, and Fire Evacuation procedures.

_____	_____	_____	_____
Please Print Name	Bldg#	Room #	Date

Please Sign Name